

COMMISSION ON VASAP
QUARTERLY BOARD MEETING
Friday, March 18, 2016

Minutes

Attendance

Commission Members

Delegate Jackson H. Miller, Chairman
Sheriff Michael L. Wade, Vice Chairman
The Honorable Mary Jane Hall
The Honorable George D. Varoutsos
The Honorable Gino W. Williams
Ms. Pat Eggleston
Mr. Roy-Keith Lloyd
Mr. John Saunders

Absent

Senator Thomas K. Norment
Senator Richard H. Stuart
Delegate Richard L. Morris
Delegate David J. Toscano
Ms. Mellie Randall
Mr. James Hatcher Johnson

Commission Staff

Ms. Angela Coleman, Executive Director
Mr. Oscar Brinson
Ms. Rosario Carrasquillo
Mr. Richard Foy
Ms. Charlene Motley
Mr. Christopher Morris

ASAP Directors

Ms. Robyn Allen
Ms. Diane Barbour
Mr. Miles Bobbitt
Mr. Anthony Carmichael
Ms. Andrea Cosans
Ms. Sharnee' Eure
Ms. Angela Fortune
Ms. Mary Read Gillispie
Ms. Victoria Kesler
Mr. Elwood Jones
Mr. Daren Leake
Ms. Beth Lipes
Ms. Deborah Morgan
Ms. Cindy Sheffield
Ms. Pam Simmons
Mr. Rick Wilkins

Guests

Ms. Linda Aldridge
Mr. Pete Andrews
Mr. Chad Goodwin
Mr. Kent Hodgson
Mr. John Honea
Ms. Krystal Hullette
Mr. Scott Mason
Ms. Judy Sikes

Time and Place

The quarterly meeting of the Commission on the Virginia Alcohol Safety Action Program (VASAP) was held on March 18, 2016 at the General Assembly Building in the Sixth Floor Speaker's Conference Room. The meeting was called to order by the Honorable Jackson H. Miller, Chairman.

Welcome

Delegate Miller welcomed and thanked everyone for attending the meeting.

Approval of Minutes

A motion was made by the Honorable Gino W. Williams, and properly seconded by the Honorable Mary Jane Hall, to approve the minutes from the December 11, 2015 Commission meeting. All were in favor.

Executive Finance Report

The Executive Finance Committee report was presented by Mr. Roy-Keith Lloyd. Mr. Lloyd reported that the Executive Finance Committee met on March 11, 2016.

Tri-River ASAP

Mr. Lloyd reported that the Commission assumed daily operations of the Tri-River ASAP on November 10, 2015, after substantial staffing changes. Since that time, the Commission staff has been at the program almost daily. Mr. Lloyd added that the staff from local ASAPs have been very helpful in providing case management and administrative assistance.

Mr. Lloyd highlighted some of the program's major activities since the last Commission meeting on December 11, 2015.

- The facility has been cleaned and repaired by building management at no extra cost to the ASAP.
- All of the program's financial activities have been transitioned to the Commission office.
- New office policies have been instituted to include standard operating office hours; the phone system has been revised and modified.
- Customer service has improved.
- The Commission has met with the Honorable Stephanie Merritt, Gloucester General District Court Judge, to clarify concerns with operations in her jurisdiction, which is the Tri-River ASAP's largest referral source.
- The Commission office is in the process of reviewing every active case, which at this moment is approximately 700 cases, for compliance and appropriate action.

- The Commission staff will be attending all show cause hearings.
- The program has started to receive new policy board appointments, the first being from Northumberland County.

Judge Hall asked if there was a projected time frame in which it would take to bring the program into compliance. Ms. Angela Coleman responded that there is a projected time frame of six months for the program to be in compliance. Tri-River ASAP remains under conditional certification. The position announcement for the Tri-River ASAP Director closed on March 11, 2016, and it is expected that the interview process will commence shortly.

Old Dominion

Mr. Lloyd stated that at the last meeting, the Commission met with Andrea Cosans, Director for Old Dominion ASAP, and representatives from the policy board. Ms. Cosan's vision for improving office operations and bringing the program into certification compliance was shared by all. Mr. Lloyd reported that the Commission staff conducted a follow-up site review on February 23, 2016, and the results were overwhelmingly positive.

Ms. Cosans made improvements to the program, which included a redesign of the office space and the use of evaluation tools to monitor and improve services. There were no instances of misclassification of cases and all intakes were conducted by the required time frame. Mr. Lloyd added that the Commission staff will continue to work with Ms. Cosans to bring the program into full certification. Mr. Lloyd concluded that Old Dominion ASAP is conditionally certified through March 18, 2016.

The Executive Finance Committee recommended extending the conditional certification through the next Commission meeting on June 10, 2016, since it is anticipated that the program will meet the full requirements for complete certification.

Delegate Miller thanked Ms. Cosans for the hard work that she has done in getting the program into compliance and almost meeting the requirements for full certification.

Ms. Cosans thanked the Old Dominion ASAP's policy board Chairman, Mr. Stephen Gyurisin, and the Commission staff for the assistance that they have provided.

It was moved, and properly seconded by Sheriff Michael L. Wade, to extend the conditional certification of the Old Dominion ASAP until the next Commission meeting on June 10, 2016. All were in favor.

Ignition Interlock

Mr. Lloyd presented the Ignition Interlock Summary Report for December 2015 through February 2016. He stated that over that time frame there was a decline in the number of active installations by 519. It was noted that the decline is similar to the overall decline in DUI referrals to local ASAPs for the same time frame as last year, which is thought to be seasonal.

Judge Williams stated that the decline of the ignition interlock installations may also have been due to the inclement weather of the winter months, which prompted the closure of the courts throughout the state.

Ms. Coleman stated that the referrals in Alexandria ASAP were also down by 20 percent from last year. She added that the program has experienced a significant decline. After the Commission staff met with the policy board, it was determined that some of the program's decline was due to the promotion of an officer who logged over 100 DUI arrests a year, and the City of Alexandria has not been able to fill the position.

Sheriff Wade asked how much is the effect that Uber currently has on the decline of DUIs, since most of the young adults choose to be dropped off by their parents and then utilize the Uber services to go home instead of driving.

Ms. Coleman stated that there is no empirical effect. Even though a direct correlation cannot be determined, the Commission office has observed that there is a decline in DUIs among the millennials who use Uber most frequently.

Delegate Miller stated that Uber may be one contributing factor for the decrease in interlock referrals. However, the major factor for the decrease of the referrals is the marketing campaigns that advertise the consequences of a DUI, with which the Commission and other organizations have been involved.

Mr. Saunders stated that the Virginia of Highway Safety Office is trying to gather information for a study about the decrease of DUIs. Mr. Saunders agreed with Delegate Miller, stating that there are a lot of contributing factors for why there is a decrease in DUIs; for example, transportation systems, enforcement, and weather issues have some impact.

Executive Director's Report

Ms. Coleman presented the Executive Director's report.

On-line Payment System Update

Ms. Coleman stated that last year the Commission started working on an on-line payment application process for local ASAPs to make it easier for clients to pay and to be able to access a system 24 hours per day on their smart phones or personal computers (pc). She reported that the system is live in two of the largest ASAP locations, John Tyler ASAP and Chesapeake Bay ASAP. The Commission is still working out some processing glitches; however, the overall outcome has been extremely positive. Both programs have noticed that there is greater ease for clients to pay after office hours. There is an increase in clients making full payments prior to their intake. There is an overall increase in the amount of fees collected when compared to the same time last year. The John Tyler ASAP would have saved over \$5,000 in merchant fees if they had the system in place for the full 2016 fiscal year. Ms. Coleman added that two other ASAPs are scheduled to go live by the end of March and seven programs have started the initial paperwork.

Ms. Victoria Kesler, John Tyler ASAP Director, stated that the program itself is making several internal changes. The staff is adapting quickly and moving to change their internal processes. Ms. Kesler added that after the changes are adopted, it will have a positive impact on the program; it will reduce labor in the office and will be convenient for clients. Ms. Kesler thanked Virginia Interactive and the Commission for their assistance. She stated that every issue that has been presented to them has been corrected right away, and the program is becoming more user-friendly.

Mr. Rick Wilkins, Chesapeake Bay ASAP Director, stated that he loves the on-line payment application; furthermore, he is pleased that clients can now pay online 24 hours a day and seven days a week from their smart phone, laptop or tablet. Mr. Wilkins added that his staff loves it.

Judge Hall asked for clarification on the relationship between the online payment application and the reduction of merchant fees.

Ms. Coleman responded that some merchants charge the ASAPs 2.5 percent per transaction. The Commission was able to negotiate a lower merchant rate of 1.72 percent per transaction; therefore, the programs are saving almost one percent per transaction.

DMV/ASAP Procedural Training

Ms. Colman stated that in 2014 the Commission partnered with the Department of Motor Vehicles (DMV) to offer training to the courts and magistrates, with a total of over 300 people attending. The training will be offered this year; she added that the Commission has extended the invitation to the Commonwealth's and defense attorneys. The training will be held in Roanoke and in Richmond for a period of two days at each location. Ms. Coleman informed that the dates for the training in Roanoke will be on June 21 and 22, 2016 and the training in Richmond will be on June 28 and 29, 2016. She asked for the training information to be disseminated. The DMV/ASAP Training is an all-day event, that is being developed to respond to some questions and concerns that DMV and ASAP are asked throughout the year, to include information on ignition interlock.

2016 Training Conference

Ms. Coleman announced that the 2016 VASAP Training Conference will be conducted on September 19 and 20, 2016 at the Renaissance Portsmouth-Norfolk Waterfront Hotel. She stated that the hotel was chosen for offering the best proposal to include the rooms and meals at per diem rate. This year, they are offering a rebate to the master bill, with a possible savings of \$1,500 dollars. She added that no other hotel was able to match that offer. Registration information will be forthcoming.

Ignition Interlock Multi-State Forum

In October of 2015, the Commission hosted the first Ignition Interlock Multi-State Forum. Sixteen states were invited to Virginia to discuss reciprocity issues regarding the transfer of interlock obligations to improve public safety. Ms. Coleman stated that it was a very informational forum. They were able to develop new initiatives and identify some procedures

the participating states could utilize when transferring ignition interlock cases across the state lines. She reported that the earlier the interlock device is installed, the better it is for the safety of the motoring public. From the forum, it was decided that some type of electronic tool was needed to facilitate the exchange of information among the states. The Commission was able to identify and narrow down the most valuable information that would be required by states seeking to transfer clients.

To that end, an application (app) was developed; it is appropriately named “Approcity.”

Ms. Coleman announced that after successfully navigating the rules of Google and Apple, the app is now available to download for free at the Google Play Store for Android phones and at the Apple Store for iPhones.

A PC version is available that can be accessed from the Commission website at <http://vasap.virginia.gov/>. This information has been widely disseminated to the Commission’s partners in the Commonwealth and in other states. The application allows anyone to ask questions, and those questions will be routed to someone in the Commission office for a response. The app can be used by everyone in the interlock industry, including offenders who need the interlock installed.

The Commission has received very good comments from other states. Organizations who have viewed the application, gave the Commission praise for trying to tackle something that seemed like an insurmountable obstacle.

A demo of the application was presented.

Ms. Coleman reported that the app will be presented at the Fourth Annual Association of Ignition Interlock Program Administrators Conference (AIIAPA) in Denver. Ms. Coleman and Mr. Christopher Morris, Special Programs Coordinator, will show the demo and speak about the benefits of the app.

Ms. Coleman also announced that an award nomination for the “Approcity” Application has been submitted to the Governors Highway Safety Association and the Governors Transportation Conference.

Case Management Database

Ms. Coleman stated the Inferno database, created in the 1980s, is the database that the ASAP programs use to house all of the information for our clients. When Inferno was created, it really was ahead of its time; however, in 2016, Inferno reached full capacity and does not have the capability to be changed or upgraded. Ms. Coleman reported that the Commission is looking at developing or purchasing a new case management system, adding, that they are in the preliminary stages. The Commission is searching for a system that will be web based. Additionally, the system will allow ASAPs to transfer cases electronically, provide electronic form signatures, have read-only capability to other ASAP’s notes, and standardize workflow processes and forms. The new system will eliminate faxing forms and case notes, and it will dramatically reduce the number of phone calls between ASAPs to obtain updated case

information. The system will be able to integrate with the on-line payment system and possibly TREDS.

Ms. Coleman concluded that a grant has been submitted for the new case management system. The request for proposal will be issued after July 1, 2016, for this worthy investment to the ASAP system.

Ms. Pat Eggleston congratulated Ms. Coleman and the Commission staff for their accomplishments, and the technological innovations they now have to improve the VASAP system.

VASAPDA

Ms. Robyn Allen, President of the VASAP Directors' Association, presented the VASAPDA report.

Ms. Allen stated that the programs are very excited to hear about the new case management system and are looking forward to working with it. She added that the local ASAPs are currently working on their fiscal year 2017 budgets, which will be reviewed for approval at the June 10, 2016 meeting.

Ms. Allen thanked all of the local ASAPs for helping to provide the Tri-River ASAP with case management and administrative assistance.

Executive Session:

A motion was made by Judge Williams, and properly seconded by Sheriff Wade, that members of the Commission on VASAP convene into Executive Session under the Code of Virginia, pursuant to Section 2.2.3711, to discuss legal and personnel issues relating to DMV and Tri-River ASAP. All were in favor.

Return to Open Session:

A motion was made by Judge Hall, and properly seconded by Mr. Saunders, to certify that no vote or actions were taken, and only matters related to DMV and Tri-River ASAP legal and personnel issues were discussed during the closed meeting. All were in favor.

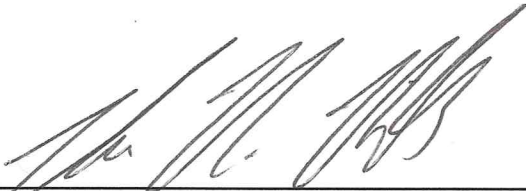
Meeting Dates

June 10, 2016	10:00 a.m.
September 16, 2016	10:00 a.m.
December 9, 2016	10:00 a.m.

Delegate Miller advised that the June meeting has the potential to be longer than usual since the ASAP program budgets will be reviewed.

Adjournment

The meeting was adjourned by Delegate Jackson Miller.

A handwritten signature in black ink, appearing to read 'J. H. Miller', is written over a horizontal line.

Delegate Jackson H. Miller, Chairman